

Lessons Learned Interview Questionnaire Guide

Process for use of template prior to benchmarking 'visit':

- Review template before meeting to determine applicability of questions
- Assign portions of template to each team member attending
- Complete any portion of the template you can, based on info available before the visit
- Take the template with you, use to take notes
- Make the hosts aware of the use of the template, and request their permission for its use
- Determine if hosts are willing to allow publication or dissemination of the Interview Results following the visit, and on what terms
 - With their prior review?
 - With the hosts identified by name or not?
- Update the template with your comments upon completion of the visit

Process for completion of the template after the visit

- Once all comments are update in the template, one team member is assigned responsibility for review and editing, analysis, and summary of results in the standard [Case Study Template](#)
- Analysis and standard summary will be reviewed and vetted within the team
- Final analysis and standard summary will then be sent to hosts for review and vetting.
 - Provide to them for approval, if they do consent to publication.
 - Provide to them as courtesy if they have not approved publication
- Final version, approved, will be disseminated as appropriate.